

# MEMORANDUM Of UNDERSTANDING

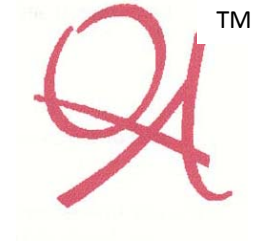
*For the triennial Global QA Conferences*



Japan Society of  
Quality Assurance



Research Quality Association



Society of  
Quality Assurance

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President of JSQA

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Chairman of RQA

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President of SQA

Issued : XX November 2016

## Update History

First Issued: 17 October 2002  
Revised: 23 February 2005  
Revised: 31 October 2008  
Revised: 13 November 2011  
Revised: 7 November 2012  
Revised: 8 April 2014

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**1. Objective**

To guide the preparation for and planning of a Global QA Conference every three years. The conference will be rotated between SQA, RQA and JSQA, thereby each organization is responsible for organizing and sponsoring the conference every nine years.

**2. Communications between the Three Organizations**

- 2.1 All communications between the organizations will be initiated through a single, official communication channel. Each organization will identify a single point of contact to facilitate communications. Each organization may vary their point of contact at any time but will inform the other organization of the change. Contact points are identified in Annex 1.
- 2.2 The two guest organization shall appoint a representative to serve on the Program Committee for each Global Conference.
- 2.3 Correspondence between the three organizations may be addressed to identified positions rather than named individuals as holders of offices within the organizations change frequently.
- 2.4 The three organizations shall establish and maintain active links between their web sites in order to market the GQAC to all members and contacts and to support the success of each Global QA Conference.
- 2.5 The three organizations shall respond to all reasonable requests for information from any other, provided that the information requested is in the public domain and provided that responding to the request does not place an unreasonable burden on the organization's resources.

**3. Official Delegations from each Organization to the Global QA Meeting**

- 3.1 Each of the guest organizations may send an official delegation to the Global QA Meeting organized by the host organization. The official delegates shall be defined by the guest organization.
- 3.2 Such official delegations will be recognized by the host organization, and registration fees for up to two delegates and exhibit space fees for the event attended shall be waived. Travel and accommodation expenses will not be included for these two delegates.
- 3.3 The number of official delegates may exceed two only with prior approval of the host organization.
- 3.4 The host organization may request official speakers from a non-host organizations. The host organization shall waive any registration fee and provide accommodation for such invited official speakers. The non-host organization shall be responsible for the airfare and all other travel and conference expenses.

**4. Group Travel Arrangements**

An organization may wish to make group travel arrangements for their members who wish to attend the Global QA Conference. In such circumstance, the host organization will provide reasonable assistance by way of the provision of local information and facilitating local contacts. The costs of such group travel arrangements shall not be the responsibility of the host organization.

**5. Review**

Generally, this Memorandum of Understanding shall be reviewed by JSQA, RQA and SQA at each Global QA Conference, and may be modified as agreed.

Annex 1 – Contact Points

**RQA**

Anthony Wilkinson  
Director of Operations  
Research Quality Association (RQA)  
3 Wherry Lane  
Ipswich  
Suffolk  
IP4 1LG  
UK

Tel: +44 (0)1473 221411  
Fax: +44 (0)1473 221412  
E-mail: rqa@therqa.com

**JSQA**

Makiko Azuma  
Secretary-general  
Japan Society of Quality Assurance (JSQA)  
Mita-kokusai Bldg  
1-4-28, Mita  
Minato-ku  
Tokyo 108-0073  
Japan

Tel: +81-3-6435-2118  
Fax: +81-3-6435-2119  
E-mail: azuma@jsqa.com

**SQA**

Elliott Graham  
Executive Director  
Society of Quality Assurance (SQA)  
154 Hansen Road, Suite 201  
Charlottesville, VA 22911  
USA  
Tel: +1 434 297 4772  
Fax: +1 434 977 0899  
Email: sqa@sqa.org